

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAAnnouncements.aspx>

Announcement No. **40-17**

Date: 19 Apr 17

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16 : 30 までに人事部日本人雇用係（キャンブフォスター建物番号 4 9 5、2 階）に提出して下さい。不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい
メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 047	Position title: Classification & Wage Technician, #037/#038 BWT-1, Grade-5/6, LPL-3	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: Civilian Human Resources Office, JN Labor Sec., JN Classification Unit		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 26 Apr 17
Summary of duties: Under general supervision of JN Classification Unit Chief, the position provides assistance, advice, and guidance to operating and management official involved in the administration of MLC/IHA Position Classification programs. The position provides full-fledged support of position classification/advisory services in assisting supervisors, managers, and employees of assigned organizations so as to ensure that equal pay be provided for substantially equal work for JN employees. Conducts a classification analysis and a desk/telephone audit to evaluate the duties and responsibilities performed by the positions in a variety of occupational classes and grade structures. Prepares evaluation statement or note to report job title and grade to the JN Classification Unit Chief and notifies the management of the classification determination. Makes the management understand the rationale on the classification result. In the analysis, the position may require obtaining understanding over the position management view in coordination with Management & Oversight Section (Manpower Office). G-1 division or other related officials. As advisor and administrator of the MLC/IHA position classification program, the position provides information pertaining to position descriptions, organizational records, published Job Definitions, position evaluation, relevant regulatory/directive materials, and other information to the management, supervisor, and employees to explain how MLC/IHA position classification is organized. The position performs various clerical/administrative tasks associated with the day-to-day operation to include maintaining database system (e.g., The Defense Civilian Personnel Data System (DCPDS), Local National (LN) Database), scanning and saving the official PDs, validating the PDs in processing Personnel Action Request (PAR) etc. Conducts an on-site survey for Special Work Allowance (SWA) payment request observing special work performed by employees to ensure that they are eligible for the allowance payments. Prepares a justification report for JN Classification Unit Chief to further process the SWA request to Okinawa Defense Bureau (ODB) via Labor Management Office (LMO) for approval to the payments. Accompanies with ODB/LMO officials as an escort on their on-site survey as required.		
Qualification Requirements 資格条件 3 years of progressively responsible experience in administrative, professional, technical, investigative, or other responsible work in Human Resources management that demonstrates the ability to: 1. Provide position classification advisory and guidance to employees, supervisors, and management; 2. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions; 3. Individually plan and organize work assigned. 4. Communicate effectively both orally and in writing in Japanese and English at exceptional proficiency level (LPL-3) or above. 5. Must have a specialized experience in MLC/IHA position classification with the certification of Basic and Advanced Position Classification.		
Remarks: Determination of level will be made by management at the time of selection.		

Required documents:

- 1.MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire
- 2.Copies of certificates/licenses

必要書類：

1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表
2. 免許証・終了証のコピー

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1～2週間程度は非通知拒否設定を解除していただくようご協力お願いします。

LANGUAGE PROFICIENCY LEVEL (LPL)**語学能力級**

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

***LPL の証明書を提出してください。**